



# DIRECTOR OF SPECIAL EDUCATION

Lowell Public Schools  
Lowell, Massachusetts

## Job Details

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**Job ID:** 3129741

**Application Deadline:** July 11, 2019

**Posted :** June 28, 2019

**Starting Date:** Immediately

## Job Description

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### Overview:

The Director of Special Education must maintain a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program. The Director of Special Education must be knowledgeable of best practice in special education instruction, teaching methodology, behavior management of students with disabilities, and the general education curriculum for students, ages 3-22. The Director of Special Education must demonstrate the leadership qualities and personal characteristics necessary to work effectively as a team member with professional and support staff, parents, and community agency personnel. The Director of Special Education is responsible for the development, placement, implementation and evaluation of programs and services for students with disabilities and shall articulate a clear vision for success. The Director of Special Education demonstrates ethical behavior and ensures continuous improvement to meet the district mission of high level learning for all students

### PERFORMANCE RESPONSIBILITIES

Perform all duties of Director of Special Education as defined by Chapter 766 regulations (M.G.L. c. 71B, 603 CMR 28.00, 313.0) and ensure district compliance with federal and state education laws and regulations.

Exercise general supervision over the screening, referral, evaluation, placement for all students with disabilities.

Formulate policies and procedures for new or revised programs or activities, to locate, identify, and evaluate students with suspected disabilities.

Evaluate district and school Special Education programs and monitor the implementation of special education to ensure compliance with regulations.

Evaluate and observe special education programs to determine the effectiveness of teaching strategies to enhance instruction.

Collaborate with school principals and school special education staff for the purpose of implementing and maintaining services and/or programs.

Oversee the delivery of differentiated curriculum and instructional practices within the educational program for special needs students.

Collaborate with school and district level curriculum committees to develop plans and recommendations for the inclusion of students with disabilities in all aspects of the educational environment.

Work with central office administrators and principals to provide leadership, professional development and support for integrating special education services and programs within the regular education environment.

Ensure that students with special needs have full access to the curriculum outlined in the Common Core Standards so that all students

can earn proficient scores on the Massachusetts Comprehensive Assessment System (MCAS).

Oversee the district's out-of-district tuition program, ensuring least restrictive placements, and developing cost-effective in-district alternatives when feasible and appropriate.

Manage fiscal resources from the General Fund and special education grants, prepare budgets and direct spending, and monitor maintenance of effort, for the purpose of fiscal efficiency in providing required services.

Direct the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.

Coordinate educational services for home and hospital programs.

Prepare and submit all required federal, state and local reports.

Assist school administrators and central office administrators in the recruitment, selection, supervision and evaluation of staff.

Supervise and evaluate central office special education personnel.

Supervise and evaluate school based special education evaluation team staff.

Set staffing levels for special education programs for the purpose of providing services with fiscal efficiency.

Ensure effective communication and collaboration with families, including support for the district-wide Special Education Parent Advisory Council (PAC).

Work with advocates, public and private agencies, physicians and community resources to secure and provide services to students with disabilities.

In collaboration with the district Staff Counsel for Student Services, oversee problem solving, conflict resolution and dispute resolution procedures including negotiation, mediation and Bureau of Special Education Appeals (BSEA) proceedings.

Perform such other tasks as assigned by the Superintendent.

**Position Type:** Full-time

**Positions Available:** 1

**Salary:** \$ 125,000 to \$ 135,000 Per Year

- Job Category : Administrator > Special Education Director

## Equal Opportunity Employer

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Lowell Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

## Job Requirements

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- **Qualification:**
  - A Master's or higher earned degree from an accredited college or university.
  - Eligible for certification in the Commonwealth of Massachusetts as special education administrator.
  - At least ten (10) years in education, including successful teaching or related experience in special education, and at least three (3) years of successful administrative experience.
  - Highly developed interpersonal and organizational skills.
  - Demonstrated success in the design, implementation and assessment of educational programs.
  - Demonstrated effectiveness in overseeing the delivery of differentiated curriculum and instructional practices within the educational program for special needs students.
  - Demonstrated effectiveness in supervision and evaluation of professional staff.
  - Strong leadership skills.
- At least 10 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

## Contact Information

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Robin Desmond , Assistant Superintendent

8/30/2019

DIRECTOR OF SPECIAL EDUCATION job in Lowell, Massachusetts

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